

15 December 1983

Directorate of Administration
Annual Report to Congress Submission

DDA 1983 Overview

The Directorate of Administration concentrated during 1983 in rebuilding our capabilities to support increased Agency operational activities and manpower. Each Office in the Directorate had increased requirements to be met with existent tight resources. In 1983 additional resources were provided which permitted us to begin to reach requisite manpower and funding levels. Our increased resource needs have been recognized further by the Agency in our funding and manpower allocations for FY 1984.

The highlights of our rebuilding needs were centered in our communications recapitalization program, the plans and programs for the new headquarters building, a significant increase in our overall automation capabilities, the requisite need for computer-related equipment and trained personnel, a quantum jump in our logistics support to Agency covert operations worldwide, a significant increase in our operational and language training requirements, and the emphasis overall in the Agency on the quality of life for its employees.

In addition to the above rebuilding highlights, we have added the Office of Personnel to the Directorate of Administration. A revived and expanded emphasis has been placed in quality recruitment of career trainees and other professional categories of personnel for the Agency. This recruiting emphasis has had significant impact on the resources of the Offices of Personnel, Medical Services, Security, and Training and Education. The Directorate has been encouraged by the resource support given by senior Agency management in recognizing the need to provide Agencywide quality support. Our need for resources of all kinds - will continue to depend on the growth of the Agency, the - additional operational requirements levied on us and the Agency's - ability to obtain the human and technical tools needed to - effectively utilize the resources made available to us. -

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

S E C R E T

I. Accomplishments in Capability Rebuilding

The installation of WANG Alliance systems in the Office of Finance increased our overall capabilities in the automation of the Agency finance systems. Examples include automating specific financial activities such as Agency bank account balances, gold, commodity holdings, printing of W-2 and 1099 forms and many word processing functions. This automation helped to reduce the time spent on manual and labor-intensive functions.

25X1 The Office of Logistics (OL), in addition to supporting an increase in Agency finished intelligence printing and photographic production requirements, has provided similar support to the Department of State, the Department of Justice, the National Security Agency, and other Executive agencies. [REDACTED]

25X3 [REDACTED] Planning for a new Agency headquarters building and related road improvements continued. Provision of construction funds in 1984 will permit for a construction start in the spring of 1984 and project completion in August 1987.

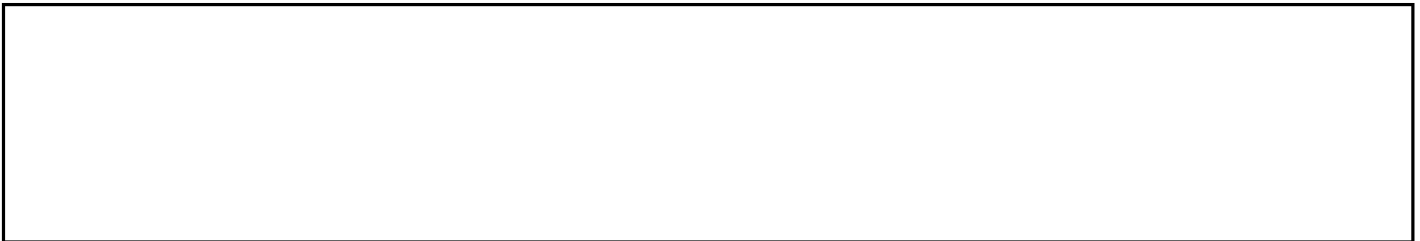
[REDACTED]

Programmed resources which became available in 1983 allowed the Office of Medical Services to more effectively meet the increased demand of expanded applicant processing and resume previously postponed initiatives. Pressure for expanded support, especially in the area of psychological testing became more extensive compared to 1982. Additional regional medical officers were assigned to support operational personnel overseas.

25X1 The Office of Personnel (OP) made significant progress in rebuilding the Agency's recruitment capability. This was done at the expense of other OP and Agency functions [REDACTED]

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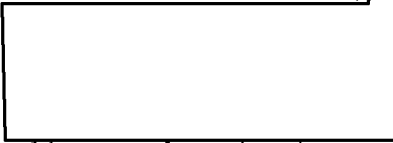


The internal steps taken by the Office of Training and Education (OTE) to develop a computer-based education system for the Agency were begun in OTE's language school.

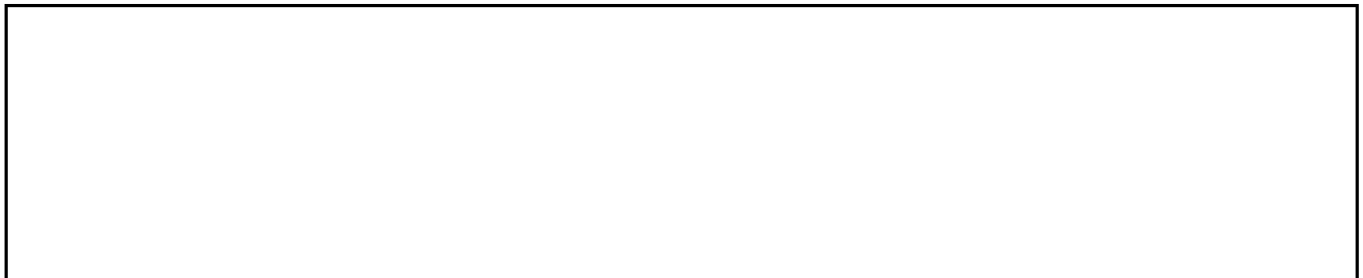
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II. Enhancement of Ongoing Capabilities


The automated Field Accounting System has been set up by the Office of Finance, 

 we have the opportunity to experiment with direct input of accountings into the system by overseas case officers.

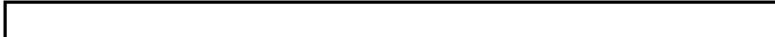
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The major Office of Data Processing enhancement of 1983 was the delivery of not only the SAFE Early Capability, but also the first major enhancement as well. The SAFE systems support both CIA analysts and DIA analysts.

In 1983 the Office of Medical Services completed the first phase of the Safehaven Emergency Medical Program. More than  people assigned to high risk posts abroad have been trained.

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The Office of Personnel, through the use of a continuous feedback system with Agency components, was able to ensure that the Agency ended 1983 at our authorized on-duty level while utilizing approximately 

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S E C R E T

25X1 [] In the Office of Security, enhanced capability in meeting investigative and polygraph requirements was achieved. Nearly [] background investigations and over [] polygraph examinations were completed. 25X1

One of the Office of Training and Education's critical enhancements at the Chamber of Commerce training facility has been the construction of the communications equipment room and four new classrooms necessary for computer system and office automation training. The classrooms will be ready for use in January 1984.

III. Continued Need for Long-Term Funding

25X1 In the Office of Finance, the expansion of Agency operations has resulted in increased requirements for financial support. A firm commitment by senior Agency management to provide the necessary human resources and long-term investment of funds required for the development of new automated systems is needed to alleviate growth-induced manpower needs.

25X1 Resource requirements in the Office of Data Processing (ODP) continue to expand in order to meet increased complex automation requirements in SAFE and CAMS. Funding is projected to increase in 1984 from []. Personnel resources would increase from [] in 1984. Funding for additional hardware will be required to support the increasing quantity and complexity of ODP- and user-developed software. 25X1

Funding in the Office of Medical Services is concentrated in the area of staffing to obtain highly trained OMS applicants to fill positions becoming vacant due to increased operational medical requirements, normal attrition, and to meet surge requirements.

The Office of Personnel (OP) will require several hundred thousand dollars for computer enhancements, increased travel costs, and increased personnel service costs. This is in recognition of the need to focus significant resources on the number of recruited career trainees and enhancing automation in all areas of OP.

S E C R E T

The Office of Training and Education's long-term funding requirements are geared to providing the necessary equipment, classrooms, training materials, independent contractors, and related services to carry out the Agency's training mission.

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IV. Performance Highlights

The Office of Information Services (OIS) installed an electronic word processing system and expanded the use of several of its computer data bases in 1983 to improve automation of records, to update items, and to expand its intra-Agency teaching capability. OIS processed an increase of FOIA requests (initial backlog was up 6 percent), which are becoming more lengthy and complex.

The Office of Logistics completed a major procurement of IBM hardware in 1983 associated with the SAFE, CAMS, and Ruffing Center Programs. This procedure involved requiring IBM to accept an alternate payment plan which we estimate will save the Agency about \$4 million in procurement costs. Over \$15 million was spent in 1983 to acquire WANG equipment in support of CRAFT and other Headquarters requirements. OL produced the 1983 Intelligence Community's Congressional Budget Justification Books (CJBs), the fifth year that they have done so. This year's volumes and annexes totaled 3,200 pages, a 12 percent increase over last year.

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In the first full year of the contract with WANG for a family of word processors, the Office of Data Processing ordered over 300 systems

The Office also expended major efforts in the installation and testing of the SAFE systems

S E C R E T

and in achieving initial operating capability for CIA and DIA. Included in the process was the installation of new communication control software that had never been used anywhere in the U.S. with the SAFE-type hardware.

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In 1983 Office of Medical Services components involved in the selection and evaluation of applicants and dependents continued to deliver the highest volume of testing and medical evaluations in OMS history.

The Office of Personnel assisted Agency components in saving approximately \$2.25 million in travel costs through increased emphasis in the use of Government Transportation Requests (GTRs) and the Agency's new direct ticketing capability.

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The Safety Staff, Office of the DDA, initiated a safety enhancement program for posts and residences overseas during which emergency escape breathing devices, fire extinguishers, first-aid kits, smoke detectors, and emergency descent devices were provided as needed.